

Southwest Civilian Personnel Operations Center

Fort Riley, Kansas

SWCPOC

Trailblazer

Issue 1-00

Together Everyone Achieves More

Feb 2000

FROM THE TRAIL BOSS



Classification and Recruitment Reports

Reports were recently sent to each Installation showing timeframes for all Classification and Recruitment and Placement Actions for the period Dec 99 and the 1st Quarter, FY 2000.

CPOCMA Director Visits the **ABC-C**

In early January, Mr. Elmer (Smiley) Williams, Director, CPOCMA, visited the



Army Benefits Center - Civilian (ABC-C)

to observe first-hand that the **ABC-C** was ready for "going live" on 18 January for the Ft Riley employees.

(see continuing articles on pages 3-5)

FORGING AHEAD WITH CLASS



PDs Are Now in **FASCLASS**

Great news!

As of 14 Jan, we are proud to announce that all hard copy position descriptions (PDs) within the Southwest Region have been loaded into FASCLASS!

Since Feb 99, classification staff members have worked extremely hard on the time consuming and tedious task of loading 17,077 PDs into FASCLASS.

Now that all PDs are loaded, managers and supervisors will have many more options to choose from as they develop new or revised PDs.



Quick Review of FASCLASS I

FASCLASS I is a repository for all active, classified, and established position descriptions (PDs) and a paperless recordkeeping system replacing virtually all hard copy records (i.e., master files) previously maintained in the Classification Divisions of CPOCs.



The PDs for positions in the Southwest Region can be accessed at www.swcpoc.army.mil/FASCLASS.

The PDs from other regions can be accessed through Army Civilian Personnel on Line (CPOL) at <http://cpol.army.mil/>. First click on the index to FASCLASS and then link to the region you want.

FASCLASS II



Deployment of FASCLASS II should start within the next few months.

FASCLASS II will include enhanced capabilities for managers and CPOCs. We will pass on more information on

FASCLASS II in the near

AND WHO SAID CHANGE IS NOT GOOD?

future.

During the last millenium (sounds funny now that we're really into the year 2000!), managers began using the PD Library and COREDOC. Using those tools was a truly new and exciting way to classify jobs.

PD Library offered a limited amount of previously classified position descriptions that were being used in Army. It was like a



rack of ready-made clothes! Managers could easily pick a position description that "fit" their job and if needed, they could make limited adjustments to the already established position

description. Managers found they saved time because they did not have to start from scratch when classifying a position.

Refinements in classification responsibilities will continue into the new millenium as FASCLASS II, RESUMIX and the MODERN SYSTEM come on line. We've already benefited tremendously from the innovations experienced since regionalization of personnel functions. Now we are ready for more! The best is yet to come as we move forward into the new millenium!

Notable Change

Remember the days when it took months to process and classify a

position description? Now because of innovative and very useful tools available for managers, processing time has been decreased considerably.



The shortened processing time is a result of total teamwork between managers, CPAC staffs, and the SWCPOC Classification Division working together and utilizing the automated classification tools mentioned above.

STAFFING THE WAGON TRAIN



The
**RESUMIX
DRIFT**
(Why Wait?)

Crail has aspirations of job advancement but is overwhelmed by the new application procedures. It seems hopeless. Crail seeks help from a colleague, Dale.



Dale is known for being very honest and straightforward, just the kind of support a reluctant colleague needs. The following is an excerpt of their conversation during a break.

Dale: Hey, how you doing?

Crail: OK, I guess

Dale: Why so pessimistic?

Crail: Well I'm waiting around for a job vacancy and trying to gear myself up for filling out that lengthy paperwork required by this new RESUMIX system.

Dale: I'm really glad I got my resume in during the data call.

Crail: Yea, why?

Dale: Well my "application" is essentially complete. Now all I have to do is send in a self-nomination for each job vacancy that I'm interested in.

Crail: Yea, but I bet that self-nomination paperwork can be pretty lengthy, so why bother?

Dale: You've got it all wrong, buddy! Everything I want a manager to know about me - like my job abilities, experience, education, training, and awards are all laid out in my 3-page resume. I sent that in along with the required supplemental data sheet. I just followed the directions in the SW Region Resume Kit.

Crail: Didn't it take you a long time to prepare all that stuff? You must have a lot of free time?

Dale: Yea, right! Like any of us have free time! I concentrated on this project for 4 or 5 days max - you know, whenever I could find time. It took me a weekend to gather all my information and decide what type of job I wanted in the future. The following Monday, I typed my 1st draft using the SWCPOC template. A day or so later I completed my final version. I even experimented with the CPOL resume builder to see which version was better for me. Last thing I did was spell-check that baby and sent it out. As soon as I emailed it, I got a response saying the CPOC received it.

Crail: I want to move up, but I just can't seem to find the time and I'm not a computer expert, nor do I have access to one.

Dale: Excuses! Excuses! All excuses, and BAD ones at that! Listen, Crail, you can use your local library or the computer labs on post or any other public facility that has an Internet connection. If you can maneuver through any WINDOWS program, you can navigate through the web and any Word Processing program. And it's really easy! If I can do it - you can do it!

First, you have to connect to the Internet; then all you do is type in the address www.swcpoc.army.mil/employment. You should read through the Southwest Region Resume Kit and any of the other helpful information guides provided at that web site.

OK, then you open up the template and follow the directions. It's that simple - read my lips "s-i-m-p-l-e". Now all you have to do is wait for the announcements and send in your one-page self-nomination for each job you "think" you might want to be referred for.

Crail: Is it really that easy?

Dale: Sure is! Just start working on that resume NOW, while you have some time to think about it without the pressure of a closing date. I'll be glad to help you if you'd like. And I know that the folks at the CPAC will be glad to help you, too.

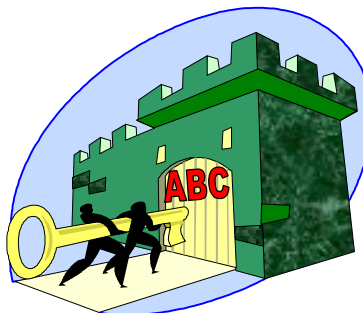
Crail: Okay!, Okay!, Okay! Enough already! I'll get my resume done - then maybe I can relax and go for that promotion I want!

Dale: Right. "By George, I think you finally got it!"

Crail: What do I have to lose, huh?

Dale: Just a chance at that perfect job!

NEW TRAILS WITH THE A B C - C



Open For
Business

The Army Benefits Center - Civilian (ABC-C) opened on 18 Jan 00 for all Fort Riley civilian employees.

Fort Riley employees are now able to use both the Interactive Voice Response System (IVRS) and the Employee Benefits Information System (EBIS) which can be accessed through the Internet. Fort Riley employees will now be using the telephone or the web for all transactions on their benefits and entitlements.



Employees are reminded that to initially access either system, you must have your Social Security Number and your initial personal identification number (PIN), which consists of your month and year of birth (MMYY). For example, if you were born in July 1955, then your initial PIN would be 0755. You will then be asked to immediately change that PIN to a six-digit PIN of your choice. This new PIN should be safeguarded just as an ATM or bank PIN would be.

New Pin

Please Note: Since we are still in a TSP Open Season, and if you already submitted a change utilizing a hard copy form, then you should not do another input change into the automated system.



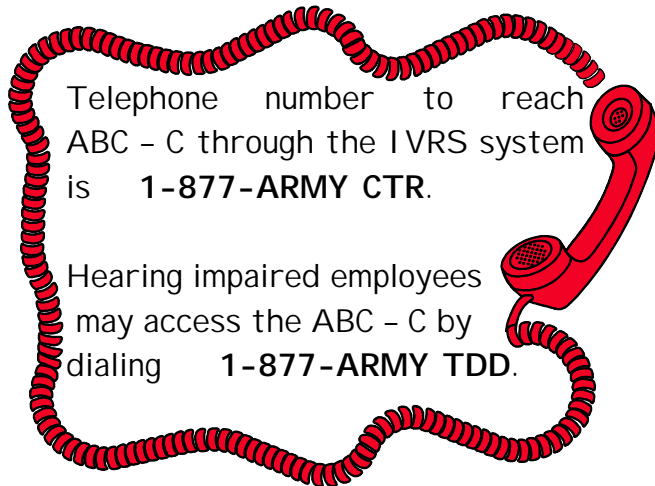
The rest of the Southwest Region now has access to the ABC-C via the web system. The Pin information as stated above is the same

process for the web as for the IVRS.

The entire SW region will have full access (EBIS, IVRS, and counselors) to ABC-C beginning on 14 February 2000. Other regions will be added incrementally in the months to come with full deployment to all CONUS regions by October of this year.



Go ahead and review the ABC-C home page for tip sheets, information sheets, frequently asked questions (FAQs), checklists, etc. The survey will be finished soon and available on the home page. Also, we welcome your comments and suggestions for enhancements. The web site address is www.abc.army.mil.



Telephone number to reach ABC - C through the IVRS system is **1-877-ARMY CTR.**

Hearing impaired employees may access the ABC - C by dialing **1-877-ARMY TDD.**

Increase in Social Security Retirement Age

Did you know that beginning next year, the retirement age to qualify for

full benefits under Social Security will gradually increase?

Check this chart to find out what your retirement age will be under current Social Security law.

Birth Yr	Full Retirement Age
1937 or earlier	65
1938	65 + 2 mos.
1939	65 + 4 mos.
1940	65 + 6 mos.
1941	65 + 8 mos.
1942	65 + 10 mos.
1943 – 1954	66
1955	66 + 2 mos.
1956	66 + 4 mos.
1957	66 + 6 mos.
1958	66 + 8 mos.
1959	66 + 10 mos.
1960 and later	67



Sick Leave Credit Chart

The spreadsheet attached will help you determine the number of sick leave hours that you will receive credit for in the computation of your retirement annuity.

This chart only applies to employees covered by the Civil Service Retirement System (CSRS) or Federal Employee Retirement System (FERS) employees who also have a CSRS component.

Compare your sick leave balance to the corresponding hours on the

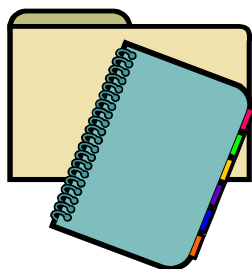


chart. If your balance falls between two numbers, select the higher one and identify the number of months and days of credit.

Please note: Sick leave cannot be used to QUALIFY for retirement - only the actual years and months of total service are used to determine eligibility. Sick leave will be used in computing your annuity.



LEARNING THE ROPES WITH HRDD

No Money? No Time? No Problem!

(Darla Otto, HRDD)

The HRD Division felt it was important to conduct training and share information with the training POCs at each Installation serviced. When we proposed the workshop, we heard a common statement from the CPACs, "We don't have the time or money to go TDY to attend a workshop."



We found a solution to this problem!

Video TeleConferencing

On 24 January, we conducted a two-hour session via VTC with 29 training POCs and CPAC

Directors. Topics covered were:

Update of Regional Training
Distance Learning
Training Needs Survey
On-line Registration Program
Leadership Training
Staff Assistance Visits
RESUMIX
MODERN System Update

Ft. Sam Houston and Forts Bliss, Carson, Hood, Leavenworth, Riley, and Sill participated in the VTC. We even were able to reach Omaha, COE via the telephone for audio only.



This was the first time the Southwest Region conducted training using this type of technology. From the feedback received, it was a huge success. Look for more of these type opportunities in the near future.

US Army Defense Ammunition Center Visits HRDD

(Sherelia Webb, HRDD)

Ms. Mary Sieczkowski, BRAC Coordinator for U.S. Army Defense Ammunition Center located at McAlester, OK, visited the SWCPOC, HRDD, 19-20 January.



She was here to acquire information to develop in-house training for her office.

Ms. Sieczkowski was provided an overview on the HRDD organizational structure. She also received hands-on training in TRAIN, as well as familiarization with Delegation of Training Authority, HRDD Web-site, Distance Learning Setup, Cost Calculator and the SWCPOC Database.

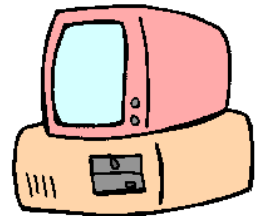
Ms. Sieczkowski expressed that her time with HRDD will be instrumental in establishing the training program for U.S. Army Defense Ammunition Center and as she noted, a greater appreciation for the teamwork displayed in HRDD.



Register in Cyberspace

(Perry Blake, HRDD)

Human Resource Development Division with the assistance of Information Systems Division has ventured

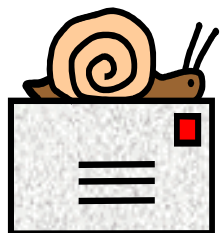


into a new realm and function of cyberspace - on-line **REGISTRATION** for training sessions. It's fast and easy. Just follow these 6 steps:

1. From your desktop Click or double-click on the **INTERNET EXPLORER** icon (The Big Blue 'E'). This will take you to the Default web-site. In the address line type this address <http://www.swcpoc/army/mil>
2. Click on Site Map, then click on **FUNCTIONS**. You'll see **Training** as one of the options.

3. Click on **Training** (you will see SWCPOC Training under Current Training Opportunities). Click on **SW Regional Training Schedule and Registration**.
4. Click on **Maximize Screen** at upper right hand corner.
5. Click/Double Click on **Course Title** to bring up a course description. To register for the course, click on the **Back button** on the top tool bar. This takes you back to the list of courses. Click on **Register Now** at the right side of the page. **Tab** or use your mouse to move to each box.
6. When you have completed the registration process, click on **Submit**. If you wish to make a change in the registration, click Reset to start over.

LMER PARTNERS ON THE TRAIL



Merit Principles Survey

During January-February, the Merit Systems Protection Board (MSPB) will distribute a Merit Principles Survey to 17,250 randomly-selected federal employees including 3,000 Department of Defense employees.

The surveys to Army employees will be distributed to employees' homes. The surveys for Air Force, Navy, and other DoD employees will be distributed internally at work.

The survey is completely confidential. It addresses a wide variety of federal workforce issues. MSPB will provide survey results to the President, Congress, and senior federal agency officials.



This is an important survey and you should encourage your employees to complete it.

SURVIVING THE TRAIL

WITH MSD



Leaving us for ABC-C

Ms. Doris Nickson, Lead Mail and File Clerk in the SWCPOC Management Support Division, has transferred to the ABC-C.

Doris was instrumental in the overall design and layout for the MailRoom. She also contributed significantly to the written internal procedures for handling OPFs and coordinating actions with CPACs, CPOCs, lending agencies, lawyers, employees and the National Records Center.

We will miss Doris very much!



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The OPF Tracker System is scheduled to be installed at the SWCPOC in February. The staff will then go through extensive training on how to use this new system.

Another challenge – but we're looking forward to it!

January 2000 Pay Adjustments

The pay raise that civilian employees got in January required that an SF 50 be processed for each civilian employee.

A big **Thank You** to Corinne Emmett from the Information Services Division for ensuring that SF 50s were printed in



alphabetical order to assist with
the massive filing workload.

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Your feedback is important
to us.

Send comments or
suggestions to:

SICK LEAVE CHART

DAYS	1 Day and up	1 Mon and up	2 Mos and up	3 Mos and up	4 Mos and up	5 Mos and up	6 Mos and up	7 Mos and up	8 Mos and up	9 Mos and up	10 Mos and up	11 Mos and up
0	0	174	348	522	696	870	1044	1217	1391	1565	1739	1913
1	6	180	354	528	701	875	1049	1223	1397	1571	1745	1919
2	12	186	359	533	707	881	1055	1229	1403	1577	1751	1925
3	17	191	365	539	713	887	1061	1235	1409	1583	1757	1930
4	23	197	371	545	719	893	1067	1241	1415	1588	1762	1936
5	29	203	377	551	725	899	1072	1246	1420	1594	1768	1942
6	35	209	383	557	730	904	1078	1252	1426	1600	1774	1948
7	41	214	388	562	736	910	1084	1258	1432	1606	1780	1957
8	46	220	394	568	742	916	1090	1264	1438	1612	1786	1959
9	52	226	400	574	748	922	1096	1270	1444	1617	1791	1965
10	58	232	406	580	754	928	1101	1275	1449	1623	1797	1971
11	64	238	412	586	759	933	1107	1281	1455	1629	1803	1977
12	70	243	417	591	765	939	1113	1287	1461	1635	1809	1983
13	75	249	423	597	771	945	1119	1293	1467	1641	1815	1988
14	81	255	429	603	777	951	1125	1299	1472	1646	1820	1994
15	87	261	435	609	783	957	1130	1304	1478	1652	1826	2000
16	93	267	441	615	788	962	1136	1310	1484	1658	1832	2006
17	99	272	446	620	794	968	1142	1316	1490	1664	1838	2012
18	104	278	452	626	800	974	1148	1322	1496	1670	1844	2017
19	110	284	458	632	806	980	1154	1328	1501	1675	1849	2023
20	116	290	464	638	812	986	1159	1333	1507	1681	1855	2029
21	122	296	470	643	817	991	1165	1339	1513	1687	1861	2035
22	128	301	475	649	823	997	1171	1345	1519	1693	1867	2041
23	133	307	481	655	829	1003	1177	1351	1525	1699	1873	2046
24	139	313	487	661	835	1009	1183	1357	1530	1704	1878	2052
25	146	319	493	667	841	1015	1188	1362	1536	1710	1884	2058
26	151	325	499	672	846	1020	1194	1368	1542	1716	1890	2064
27	157	330	501	678	852	1026	1200	1374	1548	1722	1896	2070

28	162	336	510	684	858	1032	1206	1380	1554	1728	1901	2075
29	168	342	516	690	864	1038	1212	1386	1559	1733	1907	2081

In order to use the chart, you will need to know your current sick leave balance or projected sick leave balance. If you are a FERS employee with a CSRS component, your sick leave credit will be the lesser of your sick leave balance at the time you transferred to FERS or your current sick leave balance.

If you have 2087 hours or more, you should subtract 2087 from your current balance and compare the remaining hours to the chart. Note that 2087 hours equates to one year of service; thus, you will receive 1 year plus the additional months and days that your remaining hours equated to on the chart.